

## **August 2008 Library Report - Division Summaries**

### **1. Materials Services:**

Staff continued to catalog new acquisitions (3,511 for this month) and ensure that the catalog is accurate, while helping improve accessibility to materials and creating home locations for new formats. Staff attended and coordinated the DFW Sirsi User Group meeting held at Lewisville Public Library. Staff visited a number of branch libraries in the North Texas area as part of the branch planning process. Staff liaised with a number of vendors in regards to technology improvements and reviewing book acquisitions. Staff had been liaising with the Library Systems Coordinator ensuring that our systems are working correctly. *By Nigel Boeg, Asst. Dir - Materials Services*

### **2.a Public Services - Adult**

Adult Services enjoyed a huge success in its first Summer Reading Program. With over 3400 participants and 290 prize winners, Adult ended the program on August 4 with Mayor Maher Maso performing the drawing for the winners. Equally successful were our computer classes with many of them filling up quickly. After the excitement of the summer, many staff members were able to relax with their families by taking a few days off. Additionally, at the end of our programming, preparations started this month for many things including a volunteer appreciation dinner, Outreach Programming, and new and exciting events for the new calendar year. Many staff also began concentrating their efforts on beginning work for the Lone Star Storytelling Festival. *By Rachel Dalton, Supervising Librarian*

### **2.b Public Services - Youth**

During the August programming hiatus, the Youth Services staff has been preparing for Fall 2008 programming. Several new programs are launching in September: a Teen Writers Club meeting every other week at 7:30pm; a Bedtime Storytime for ages 3-5 on Wednesday nights at 7pm; and a Family Storytime for all ages every Saturday at 10:30am. A special one-time story time will be offered in September, "Going to Kindergarten". Staff is also preparing for the Lone Star Storytelling Festival, October 17-18 in Frisco Square. The youth staff is handling marketing, training student tellers, creating publicity, and managing event logistics. *By Mayra Diaz, Supervising Librarian*

### **2.c Public Services - Circulation**

Even with Summer Reading ending, the Library continues to be very busy. Circulation staff has been very hard pressed to get items checked in and returned to shelves. Circulation currently has two vacant part-time positions and a vacant full-time position. Another part-time position has a two week resignation notice pending. Interviews were conducted and hiring recommendations submitted for two part-time positions. On-line library card applications are working very well, and patrons seem to like the convenience of the on-line process. Two staff members are on the Branch Planning group and have weekly scheduled planning meetings. Circulation has been very busy with our processing of "Hold" items; we are currently averaging between 100-150 items a day. *By Adela Arteaga, Circulation Supervisor*

### **2.d Public Services - Frisco Heritage Museum**

Circulation continues to staff the Heritage Museum dedicating a minimum of 40 man hours per week. Eight scheduled tours were conducted at the Museum for a total of 125 people. Four meetings were held at the Museum with 71 people attending the meetings. Summer Reading attendees redeemed a total 135 incentive tickets which brought in a total of 275 people into the Museum. Eight discount tickets generated additional attendance of 21 people for the Museum. *By Adela Arteaga, Circulation Supervisor*

**3. Library Technologies** In August the systems group coordinated the launch of the OverDrive digital download system, designed a number of reports for the Circulation division, worked with the RFID vendor to correct a number of hardware issues with self-check units, and created an extensive geographical library usage analysis as part of the Branch Planning group. *By Gary Werchan, Systems Coordinator*